

Move Workers



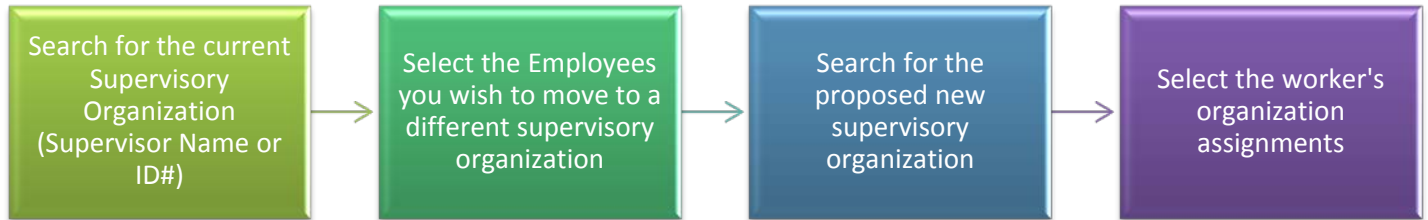
People • Service • Business

LINK

Table of Contents:

Move Workers Process Flow	3
Move Workers Checklist	3
Log in to the Employee Work Center	3
Move Worker	4
Organizational Assignments	6
LINK Help Desk Contact Information	7

Move Workers Process Flow



Move Workers Checklist

You will need the following items to move workers out of their current supervisory organization:

- ☐ Current Supervisory Organization (Supervisor's Name or Employee ID Number)
- ☐ Effective Date
- ☐ Proposed Supervisory Organization (Supervisor's Name or Employee ID Number)
- ☐ Cost Center (home business unit)
- ☐ Security Business Unit

Log in to the Employee Work Center

1. Type your User Name, press tab, and then type your password.
2. Click **Sign In**, or press enter.

The screenshot shows the Workday login interface. At the top is the Workday logo. Below it, the heading "Sign In to Workday:" is followed by input fields for "User Name" and "Password". A "Sign In" button is positioned below the password field. To the left of the button are links for "Change Password" and "Forgot Password?". On the right side of the login area is the "LINK" logo, which consists of four stylized human figures in different colors (green, yellow, orange, blue) stacked vertically. Below the logo is a text block titled "EMPLOYEE WORK CENTER" that provides instructions for users who have forgotten their passwords, mentioning "Challenge Questions" and the role of the "Agency's Security Partner".

Move Worker

Use this business process (B.P.) to move a worker from one supervisory organization to another supervisory organization.

NOTE: YOU WILL USE THIS B.P. IF YOU ARE TRULY ONLY MOVING THE WORKER TO ANOTHER SUPERVISORY ORGANIZATION. IF THERE NEEDS TO BE ADDITIONAL CHANGES TO THE POSITION, OR EMPLOYEE, YOU NEED TO USE THE CHANGE JOB B.P.

NOTE: THROUGHOUT THIS DOCUMENT, WE WILL REFER TO MOVING WORKERS ... IN ALL CASES, THIS MEANS WORKERS AND/OR UNFILLED POSITIONS.

1. Type **Move Workers** in the **Search** field. Click the resulting link under Tasks.

The screenshot shows a search bar with the text 'move worker'. Below the search bar, there are two columns: 'Categories' and 'Search Results 72 items'. Under 'Categories', there are links for 'Common' and 'Assets'. Under 'Search Results', there are two links: 'Tasks and Reports' and 'Move Workers (Supervisory)'. The 'Move Workers (Supervisory)' link is highlighted with a red box.

2. On the next screen, select the **Effective Date** and current **Supervisory Organization** (manager).
3. Click **OK**.

NOTE: BEFORE CLICKING THE SEARCH PROMPT, ENTER TEXT INTO THE SEARCH BOX FOR A QUICKER SEARCH (E.G., TYPE IN THE SUPERVISOR'S NAME OR EMP ID NUMBER).

Move Workers (Supervisory)

The screenshot shows the 'Move Workers (Supervisory)' form. It has two main fields: 'Effective Date' and 'Supervisory Organization'. The 'Effective Date' field has a red asterisk and a date picker icon. The 'Supervisory Organization' field has a red asterisk and a search icon. Below the fields are two buttons: 'OK' and 'Cancel'.



Move Workers

- If you are moving all workers to the same sup org, then, at the top of the screen, enter the **Proposed Supervisory Organization** (red arrow), and check the box immediately below that to Select All. (See item #5 if all workers are not being moved to the same sup org.)

Move Workers Change

Supervisory Organization: AS State Personnel (Dovi Mueller (100239)) /

Effective Date: 09/17/2012

Proposed Supervisory Organization:  

Select All: ☐

Move Worker	Worker	Position	Proposed Supervisory Organization
<input type="checkbox"/>		60003451 Testing3 - kb (Unfiled)	/
<input type="checkbox"/>		06500611 Administrative Assistant II (Unfiled)	/
<input type="checkbox"/>			/
<input type="checkbox"/>	Ethan Hunt (80002187)	/ 60003449 SECURITY COMMUNICATIONS SPECIALIST - Ethan Hunt (80002187)	/
<input type="checkbox"/>	John Dorian (80002185)	/ 60003452 FIRE MARSHAL DEPUTY - John Dorian (80002185)	/
<input type="checkbox"/>	Laura Ingalls (80002186)	/ 60003450 OFFICE CLERK II - Laura Ingalls (80002186)	/

- If you are only moving one or some of the workers, check the box in the **Move Worker** column to the left of the name for each worker you wish to move.
- On the right side of the page, type the Proposed Supervisory Organization (or the manager's name or the manager's Emp ID) (see yellow arrow) for each employee you want to move.

NOTE: DO NOT USE THE PROPOSED SUPERVISORY ORGANIZATION AT THE TOP OF THE SCREEN IF THE EMPLOYEES ARE GOING TO DIFFERENT SUP ORGS.

- Click **Submit**.

You will be directed to the next step to **Change Organization Assignments**. Click **Open**.

You have submitted

[Move Workers \(Staffing\): AS State Personnel Systems](#)

Up Next



Deborah A Tatro

Change Organization Assignments

Open

Organizational Assignments

You will get a next step to **Change Organizational Assignments**, which includes the cost center and security business unit, for examples.

- On this screen, you can choose the Default Organization Assignments for that supervisory organization, Worker's Current Organization Assignments, or None of the Above.
- If you choose **None of the Above** option, you will have to complete the following fields in the **Proposed Organizations** column in the Override Organization Assignments section:
 - Company** – defaults to State of Nebraska.
 - Cost Center** – previously known as the home business unit.
 - Security Business Unit**.

NOTE: YOU HAVE TO CHECK EACH WORKER'S BOX OR CHECK THE SELECT ALL BOX FOR THE ORGANIZATION ASSIGNMENTS (SEE RED ARROW BELOW).

Change Organization Assignments:
Change Organization Assignments for AS State Personnel [REDACTED] /

Supervisory Organization: AS State Personnel (MORA Logan (113422)) /
Effective Date: 09/11/2012
Select All: ☐

Default Organization Assignments

☒ Use Default Supervisory Assignments
☐ Use Worker's Current Organization Assignments
☐ None of the above

Override Organization Assignments - 12 items

Organization Type	Proposed Organizations
Company	enter search text
Cost Center	
Region	
Grant	
Program	
Business Unit	
Fund	
Security Business Unit	
Grandfathered Employees - Benefits	
Health Fitness	
Business Unit	
Position Tracking	

Assign Organization: ☐ Worker: Laura Ingalls (80002196) / Position: 60003450 OFFICE CLERK II - Laura / Proposed Supervisory Organization: Ingalls (80002196) /

Organization Assignments: Organization Type: Current Organizations: Proposed Organization:

- After completing this screen, choose one of the following options:
 - Submit** – to submit and complete the business process.
 - Save for Later** – to save your changes but not submit.
 - Cancel** – cancel the process.

Move Workers

You have completed the process to move workers from one supervisory organization to another supervisory organization.

Success! Event submitted

[Change Organization Assignments for AS State Personnel](#)



Process Successfully Completed

 **Details and Process**

[LINK Help Desk Contact Information](#)

The LINK Help Desk provides assistance for the following programs:

- The Employee Work Center
- The Employee Development Center
- The Recruitment & Selection Center

URL: <https://ciohelpdesk.nebraska.gov/User/>

Email: as.linkhelp@nebraska.gov

Phone: 402.471.6234